

MCG ARCHITECTURE - BUY BUY BABY MGBB SCOPE OF WORK SURVEYOR

VERSION LOG:

Version	Date:	Revision notes:
03	04/12/2022	minor
02	04/04/2022	minor
01	00/00/0000	

INTRODUCTION TO PROJECT:

Welcome to the Buy Buy Baby with FSU!

Our goals for this project are to collect all the information needed for our client to design new stores. FSU will be acting as the client's eyes and ears on site. Please pay attention for items that look out of the ordinary or expensive to correct. SOW is subject to change per site. Please contact the PM before proceeding with site.

SURVEYOR CRITICAL PROJECT INFORMATION:			
Project Fee:	In QuickBase (Fee is subject to change due to SqFt and Required SOW)		
Turnaround/Upload Time Frame:	24 hours from Site Survey Completion		
FSU Project Contacts			
Project Manager:	Jenna Miller	Scheduling:	FSU Scheduler
Project Manager phone:	303-355-7274	Scheduling phone:	303-355-7274
Project Manager email:	jmillier@fsusurveyor.com	Scheduling email:	scheduling@fsusurveyor.com
FSU Project Escalation:	For on-site survey issues		
1. Project Manager:	Jenna Miller		
2. Vice President of Operations:	Susan Young		
3. After hours contact:	Jenna Millers Cell Phone		
Dress Code:	Shirt with a Collar and Khaki or any non-denim trousers		
Reimbursable Expenses:	<ul style="list-style-type: none"> o This project has reimbursable expenses. o Reimbursable expenses are due no later than 7 days from the date of survey. Any expenses submitted past 7 days will not be paid. o Surveyor will fill out the expense report through their vendor portal on QuickBase o Receipts are required for all expenses 		
Surveyor Responsibilities:	<ul style="list-style-type: none"> o Thoroughly review the Scope of Work and address any questions with the Project Manager prior to survey o Coordinate the feasible survey dates with FSU scheduling, then book travel o Coordinate with site contact prior to survey for site visit timing & any additional requirements o Contact Project Manager with any on-site issues or concerns o Enter "date surveyor deliverables in" in QuickBase upon uploading of deliverables o Upload all documentation/deliverables to QuickBase within the required timeframe, send notification to Project Manager. Note: all deliverables must be completed in full prior to upload, partial deliverable uploads will not be accepted 		

	o Review SOW as required, SOW changes per site.
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SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. Field Drawings
2. Surveyor CAD
3. Still Photos
4. Field Report
5. Laser Photos

I. HAND DRAWING IS REQUIRED FOR THE SURVEYED SPACE

Extents/Column Dimension Plan	<ul style="list-style-type: none"> o Sketch of layout of space with overall dimensions front to back and side to side noted. If columns exist within space, Full placement, size, and spacing dimensions will be required as part of this drawing or as a separate drawing if necessary. Photos of the overall dimensions as shown on the laser are required for this plan. See attached examples in section VI at the end of this Scope of Work. o Sketch of elevations, to include items that are required in this Scope of Work
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II. SURVEY INFORMATION

Floorplan	<ul style="list-style-type: none"> o True placement of ALL items listed below: <ul style="list-style-type: none"> ▪ Exterior walls: must show demising wall and exterior wall thickness (if the exact thickness of the demising walls cannot be determined, draw them with an estimated thickness and note that it is an “assumed thickness”) ▪ Interior walls, Partition walls, partial walls (to include height) ▪ Wall openings & pass-throughs (sill/header height) ▪ Visible columns, visible embedded columns ▪ Doors (headers height) ▪ Windows (sill and header height) ▪ Bump-outs, Recesses and Niches ▪ Floor hatches (access Panels) ▪ Changes in levels, steps, and ramps ▪ Escalators ▪ Elevator shafts ▪ Restroom partitions ▪ Wall finishes ▪ Floor finishes (e.g.: carpet, concrete, tile, VCT, wood, laminate, etc.) ▪ Ceiling finishes (e.g.: ACT, drywall, open to deck, glued tile, etc.)
General Equipment Elements	<ul style="list-style-type: none"> o True placement (LxWxH and AFF) of: <ul style="list-style-type: none"> ▪ Compactors ▪ Built-in coolers/freezers ▪ Roll-up security grates ▪ Loading dock lifts/equipment ▪ Roller/Conveyor systems
<p style="color: red; text-align: center;">OPT-MEP</p> <p style="color: red; text-align: center;"><i>OPTIONAL: this is subject to change, option is on site by site basis</i></p>	<ul style="list-style-type: none"> o Mechanical: true placement of the elements listed below including AFFs. <ul style="list-style-type: none"> ▪ HVAC units ▪ Compressors ▪ Evaporative coolers ▪ Gas meters ▪ Thermostats ▪ Wall-mounted HVAC registers

	<ul style="list-style-type: none"> o General Placement of: <ul style="list-style-type: none"> ▪ Ductwork (including AFF) o Electrical: True placement of the elements listed below including AFFs. <ul style="list-style-type: none"> ▪ Tel./Data boards (Phone Line - Copper or Fiber to Determine) ▪ Electrical panels ▪ Electrical meters ▪ Timers ▪ Disconnect switches ▪ Control panels ▪ Keypads ▪ Transformers o Plumbing: True placement of the plumbing elements listed below including AFFs. <ul style="list-style-type: none"> ▪ Toilets ▪ Urinals ▪ Hand sinks ▪ Utility sinks, mop sinks ▪ 3-comp/2-comp sinks ▪ Drinking fountains ▪ Floor drains, floor sinks ▪ Grab bars ▪ Clean-outs ▪ Exposed plumbing (stub-outs, shut-offs) ▪ Water heaters/Insta-Hots ▪ Water meters ▪ Shower stalls ▪ Restroom Accessories
<p>Fire/Life Safety Plan Elements Equipment listed will always show on main SOW..</p>	<ul style="list-style-type: none"> o True placement of the items below, including AFFs: <ul style="list-style-type: none"> ▪ Exit signs ▪ Emergency Lights ▪ Sprinkler system equipment
<p>OPT-Fire/Life Safety Plan Elements <i>OPTIONAL: this is subject to change, option is site by site basis</i></p> <p>Equipment listed will always show on main SOW.. ▶</p>	<ul style="list-style-type: none"> o True placement of the items below, including AFFs: <ul style="list-style-type: none"> ▪ Fire alarm pulls ▪ Fire pin (ansul) pull panel ▪ Fire strobes ▪ Fire alarm control panels ▪ Exit signs ▪ Emergency Lights ▪ Sprinkler system equipment <p><i>***Emergency Lights, Exit Signs, and Sprinkler System Equipment to show on Arch. main option.</i></p>
<p>OPT-HVAC Plan Elements <i>OPTIONAL: this is subject to change, option is site by site basis</i></p>	<ul style="list-style-type: none"> o True Placement of (to include AFFs): <ul style="list-style-type: none"> ▪ Roof deck penetrations o General Placement of (to include AFFs): <ul style="list-style-type: none"> ▪ HVAC Ductwork Heights and Size

Continued...

<p>Sprinkler Plan Elements Equipment listed will always show on main SOW.</p>	<ul style="list-style-type: none"> o True Placement of the items below, including AFFs: o <i>Size of main line, Size of incoming fire service line, distribution to the store, description of the type of service. (On Field Report)</i>
<p>OPT-Sprinkler Plan Elements <i>OPTIONAL: this is subject to change, option is site-by-site basis</i></p> <p>Equipment listed will always show on main SOW.. ▶</p>	<ul style="list-style-type: none"> o True Placement of the items below, including AFFs: <ul style="list-style-type: none"> ▪ Main Sprinkler Lines ▪ Size of Main Water Line ▪ Size of Incoming Fire Service Line ▪ Distribution to the Store ▪ Description of the type of service <p><i>***Size of main line, Size of incoming fire service line, distribution to the store, description of the type of service. (On Field Report)</i></p>
<p>Structural Plan <i>Any obstructions under 15'-0" AFF to have FSU identify and document obstruction.</i></p>	<ul style="list-style-type: none"> o True placement of (including AFFs): <ul style="list-style-type: none"> ▪ Structural Beams (Height at Front, Middle, and Rear of Space) ▪ Structural Walls ▪ Columns ▪ Joists (roof, floor, ceiling) (Height at Front, Middle, and Rear of Space) ▪ Roof Deck (Height at Front, Middle, and Rear of Space)
<p>RCP</p>	<ul style="list-style-type: none"> o True placement of the items listed below, to include AFFs: <ul style="list-style-type: none"> ▪ Ceiling heights ▪ Soffit/changes in ceiling height ▪ Headers/beams ▪ Smoke detectors ▪ Exit signs ▪ Emergency lights
<p>Roof plan</p>	<ul style="list-style-type: none"> o True placement of, to include Heights and overall dimensions: <ul style="list-style-type: none"> ▪ Access hatches ▪ Parapet walls (to include height) ▪ Steps/changes in level ▪ Drainage lines ▪ Direction of roof slope ▪ Roof vents ▪ Exhaust fans ▪ RTUs (to include size - LxWxH) ▪ Condensers ▪ Satellites ▪ Roof drains ▪ Piping (gas, elec, cond.) ▪ Areas of congestion
<p>Exterior Elevation <i>Store Front Only</i></p>	<ul style="list-style-type: none"> o True placement, to include heights, of: <ul style="list-style-type: none"> ▪ Main building elements ▪ Doors/frames ▪ Windows/mullions ▪ Awnings ▪ Wall-mounted lights ▪ Wall-mounted signs ▪ Utility boxes ▪ Piping ▪ Gutters/downspouts ▪ Roof ladders ▪ Bollards ▪ Fire Dept. Connections ▪ Finish materials ▪ Columns

Store Front Section	<ul style="list-style-type: none"> o True placement of: <ul style="list-style-type: none"> ▪ Roof Deck (at int. of space) ▪ Finish Ceiling Hts. ▪ Structural Beams ▪ Roof/Floor Joists ▪ Bulkheads ▪ Entry Doors
Photo Key	<ul style="list-style-type: none"> o Floor plan with photos grouped by area or room o Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location. o Above grid plan with group bubbles <ul style="list-style-type: none"> ▪ Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location.

III. PHOTOS	
Photos	<ul style="list-style-type: none"> o Exterior photos ARE NOT to be taken at night o Photos to include exterior of the building, any visible meters, parking lot, accessible parking, ramps, path of travel to building, all areas of the surveyed space including in suite restrooms. <ul style="list-style-type: none"> ▪ All meters must have a context/location photo and close-up of all plates or labels o Photo resolution: 1280 x 960 minimum o Photos to be taken in landscape format only o Required photos: <ul style="list-style-type: none"> ▪ All Sides of Building ▪ Adjacent Tenants ▪ Path of travel from accessible parking to site entrance ▪ Remote utility rooms (with path of travel from site) ▪ Remote storage rooms (with path of travel from site) ▪ Close up photos of all MEP equipment labels ▪ Parking lot and accessible spaces ▪ Landscaping ▪ Signage, Pylon, and Monument ▪ All rooms and spaces within the survey space ▪ Above grid / structural design and configuration of structural members ▪ Roof - to include RTUs and general photo array ▪ Entrances / exits - both sides, to include threshold o Photo sequence order: regardless of the order of the photos taken, the surveyor will reorder the photos to this sequence: <ul style="list-style-type: none"> ▪ Exterior (front then rear) ▪ Interior ▪ Above ceiling ▪ Roof ▪ Extra space (remote power or phone room) o Interior photos: <ul style="list-style-type: none"> ▪ Complete store front photos ▪ Corner photos facing into the space (each corner, 2 photos with your back in the corner facing the opposite corner. 1 eye level photo, 1 ceiling photo) ▪ Architectural details such as millwork, wainscoting, structural relationships ▪ Utility equipment (HVAC units, filter systems, water heaters, electrical, water, gas...etc. ▪ Above ceiling photos: limited amount. Take several photos to document the structure type. <p>Continued...</p>

	<ul style="list-style-type: none"> o Include any equipment outside of the space, MPOE, Dmarc, and panels. o Include detail photos of any electrical panels that serve the space (detail photos of panels not within the space are still required) if equipment is not in the space please take a path of travel from the space to the equipment location. o Close-up photos of: <ul style="list-style-type: none"> ▪ Electrical equipment including panel boxes (with all marking-make, model, serial number, amps, volts, phase, wire, as well as individual circuits on the box). ▪ Meters. ▪ MPOE and demarks. ▪ Utilities that service the space ▪ Rear door hardware from inside and outside of the space ▪ Roof Equipment
Laser Photos	<ul style="list-style-type: none"> o <u>Laser photos are to be delivered separately from regular site photos</u> o Folder Naming Protocol: MGBB_XXXX (5 digit site number)_Laser o Photo Naming Protocol: MGBB_XXXX (5 digit site number)_###
Photo Deliverables	<ul style="list-style-type: none"> o Still Photos <ul style="list-style-type: none"> ▪ Folder 1: MGBB_XXXX_CityST_Photos ▪ Photo Naming Protocol: MGBB_XXXX(5 Digit Site Number)_### o Laser Photos <ul style="list-style-type: none"> ▪ Folder 2: MGBB_XXXX_CityST_PhotoLaser ▪ Photo Naming Protocol: MGBB_XXXX(5 Digit Site Number)_###

IV. FIELD REPORT	
Field Report	<ul style="list-style-type: none"> o <u>Surveyor to fill out the Field Report in its entirety unless items are not included in SOW</u> o <u>Surveyor to fill out answers in a descriptive form</u> o <u>Surveyor can not give recommendations, can only provide descriptive conditions</u> o <u>The field report must be filled out using Microsoft Excel</u> o <u>"Unable to Determine" or "See hand drawing" is not an acceptable answer</u> o <u>If you are unable to answer a question, provide an explanation as to why</u> o <u>Contact project manager in case of software assistance, examples, and questions.</u>

V. SURVEYOR CAD	
Surveyor CAD	<ul style="list-style-type: none"> o CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout o Surveyor must provide a base CAD (Completed on Site) that shows all walls, half-walls, doors, windows, columns, vertical floor changes, and soffits o Surveyor must guarantee the accuracy of their CAD to ¼ inch o Completed surveyor CAD must be saved in AutoCAD compatible format saved to version 2013 o Object snaps must be used o Surveyor must use the correct project template and layers o Door openings must be cut into walls o Surveyor CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed) o Surveyor CAD requested to annotate the title block with the following: Address, Site Number, North Arrow, Date, and Surveyor Name
Surveyor CAD Deliverable	<ul style="list-style-type: none"> o Save CAD as: MGBB_XXXX_CityST_SurvCAD

VI. REQUIRED HAND DRAWING EXAMPLES

Extents Dimension Plan

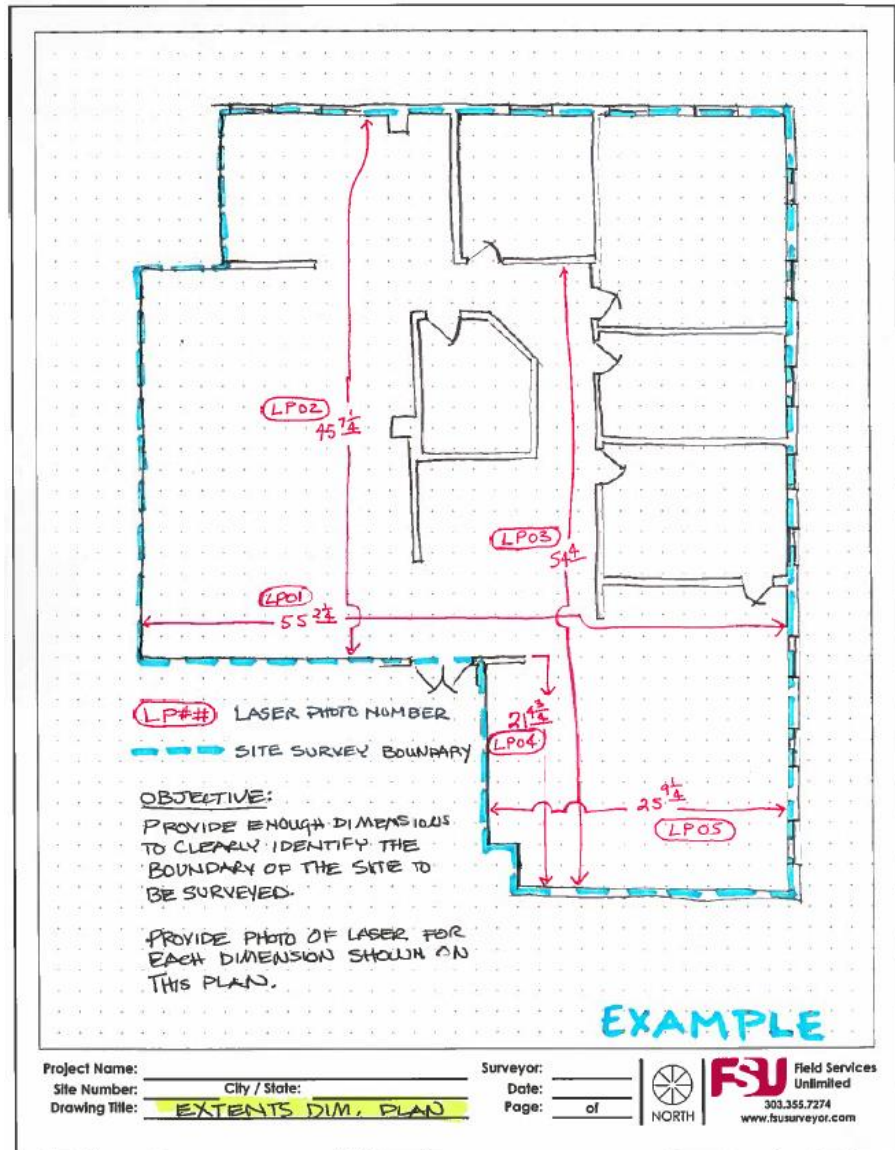
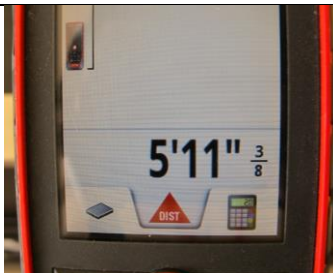
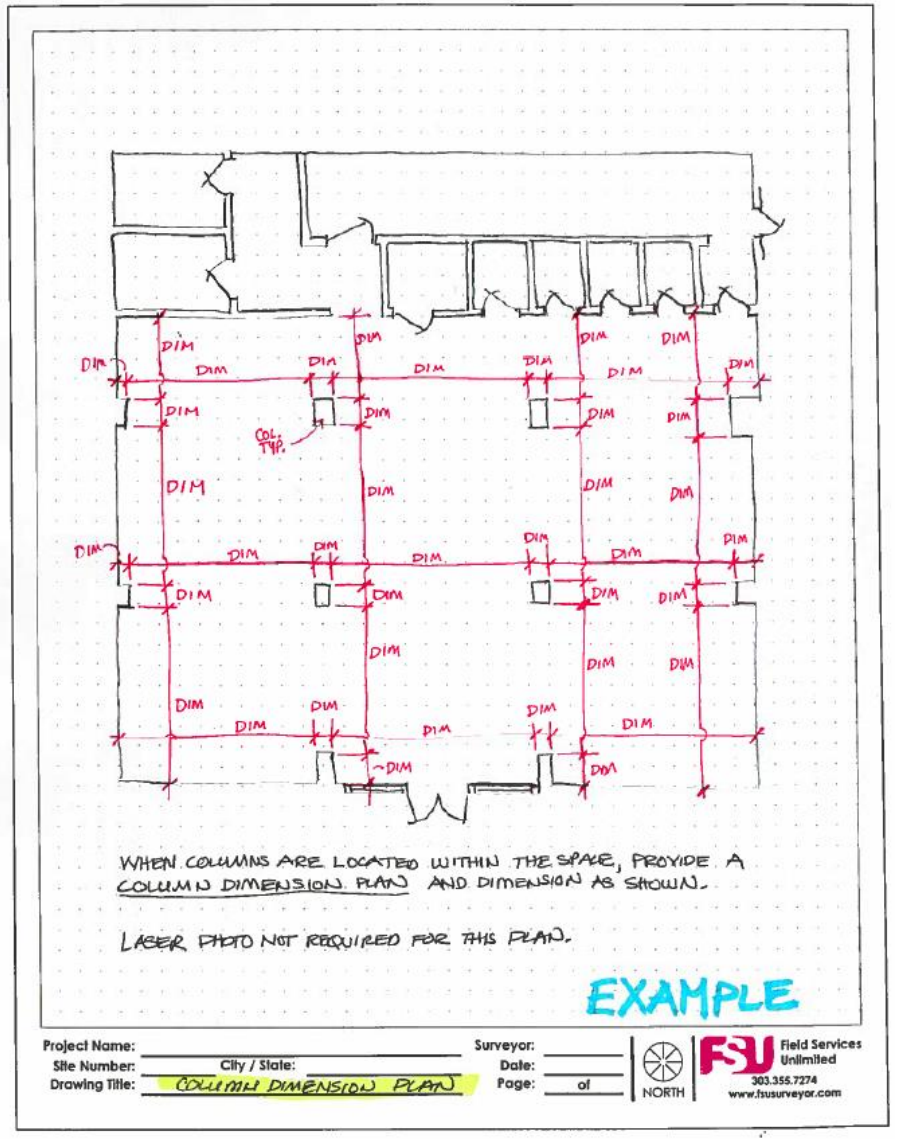


Photo of Laser



Column Dimension Plan



VII. TABLE SUMMARY

Summary Table o The following SOW tables define required elements and placements in greater detail.

	FLOOR PLAN ELEMENTS: (REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Exterior Walls	✓		✓	✓				Include wall thicknesses
	Interior Walls, Partitions, Partial-Ht. Walls	✓		✓	✓	✓			Include wall thicknesses
	Wall openings/Pass-Throughs	✓		✓	✓	✓		✓	Sill & Header Call Out
	Visible columns, visible embedded columns	✓		✓	✓				
	Doors	✓			✓	✓			
	Windows	✓		✓	✓	✓		✓	-Include Mullion Detail -Include Sill Height -Include Header Height
	Bump-outs, Recesses, Niches	✓		✓	✓	✓		✓	

	MINOR FLOOR PLAN ELEMENTS: (NOT REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Steps, Ramps, Changes in Level	✓		✓	✓	✓			-step height -indicate ramp slope
	Escalators	✓		✓	✓				
	Elevators shafts	✓		✓	✓				
	Restroom partitions	✓		✓	✓	✓			
	Wall finishes	✓							
	Floor Finishes	✓							e.g.: carpet, concrete, tile, VCT, wood, laminate, etc.
	Ceiling finishes	✓							e.g.: ACT, drywall, open to deck, glued tile, etc.

	GENERAL EQUIPMENT ELEMENTS	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Compactors	✓		✓	✓	✓			
	Built-in coolers/freezers	✓		✓	✓	✓			
	Roll-up security grates	✓		✓	✓	✓		✓	
	Loading dock lifts/equipment	✓		✓	✓			✓	
	Roller/conveyor systems	✓		✓	✓			✓	

	MECHANICAL ELEMENTS: <i>this is subject to change, option is on site by site basis</i>	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	HVAC units	✓		✓	✓	✓		✓	-depth of the board is the depth of the deepest element on board.
	Compressors	✓		✓	✓	✓		✓	
	Evaporative coolers	✓		✓	✓	✓		✓	
	Gas meters	✓						✓	
	Thermostats	✓						✓	
	Wall-mounted HVAC registers	✓		✓	✓			✓	
	Ductwork		✓					✓	

FSU Default	PLUMBING ELEMENTS: <i>this is subject to change, option is on site by site basis</i>	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Toilets	✓						✓	Provide CL dim to closest wall
	Hand sinks	✓		✓	✓	✓		✓	Provide CL dim to closest wall
	Utility sinks, mop sinks	✓		✓	✓		✓		Provide CL dim to closest wall
	3-comp/2-comp sinks	✓					✓	✓	Provide CL dim to closest wall
	Drinking fountains	✓		✓	✓			✓	Provide CL dim to closest wall
	Floor drains, floor sinks	✓		✓	✓		✓		Provide CL dim to closest wall
	Grab bars	✓		✓				✓	Provide distance to closest wall
	Clean-outs	✓		✓	✓		✓	✓	Provide CL dim to closest wall
	Exposed plumbing (stub-outs, shut-offs)	✓		✓	✓			✓	Provide CL dim to closest wall
	Water heaters/Insta-Hots	✓		✓	✓	✓		✓	Provide CL dim to closest wall
	Water meters	✓						✓	Provide CL dim to closest wall
	Shower stalls	✓		✓	✓			✓	Provide CL dim to closest wall
	Restroom Accessories	✓						✓	
	Utility sinks, mop sinks	✓		✓	✓			✓	Provide CL dim to closest wall

FSU Default	ELECTRICAL ELEMENTS: <i>this is subject to change, option is on site by site basis</i>	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Tel./Data boards (Phone Line - Copper or Fiber to Determine)	✓		✓	✓	✓		✓	-depth of the board is the depth of the deepest element on board.
	Electrical panels	✓		✓	✓	✓		✓	
	Electrical meters	✓		✓				✓	
	Timers	✓						✓	
	Disconnect switches	✓		✓	✓	✓		✓	
	Control panels	✓						✓	
	Key pads	✓						✓	
	Transformers	✓		✓	✓	✓		✓	

FSU Default	FIRE/LIFE SAFETY PLAN ELEMENTS: <i>this is subject to change, option is on site by site basis</i>	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Fire extinguishers	✓						✓	
	Fire alarm pulls	✓						✓	
	Fire pin (ansul) pull panel	✓		✓	✓			✓	
	Fire strobes	✓						✓	
	Fire alarm control panels	✓						✓	
	Exit signs	✓						✓	
	Emergency Lights	✓						✓	
	Sprinkler system equipment	✓		✓	✓	✓	✓	✓	

FSU Default	ELECTRICAL ELEMENTS: <i>this is subject to change, option is on site by site basis</i>	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Roof Deck penetrations	✓		✓	✓			✓	
	HVAC ductwork		✓	✓	✓			✓	-To include size and heights

FS	SPRINKLER PLAN ELEMENTS:	Placement	Required Measurements
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	<i>this is subject to change, option is on site by site basis</i>	Exact	General	L	W	H	DIA	AFF	Notes
	Main Sprinkler Lines Size of Main Water Line	✓					✓	✓	-Size of incoming fire service line, distribution to the store, description of the type of service.

	STRUCTURAL PLAN ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
FSU Default	Structural Beams	✓			✓	✓			✓	-Specify Type of Beams -BO height in the front, middle, and Rear of Space
	Structural Walls	✓		✓	✓	✓				
	Columns	✓		✓	✓	✓	✓			-Including material and size
	Joists	✓			✓	✓			✓	-BO height in the front, middle, and Rear of Space -type, size
	Roof Deck	✓							✓	-BO height in the front, middle, and Rear of Space

	RCP ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
FSU Default	Ceiling finishes (e.g.: ACT, drywall, open to deck, glued tile, etc.)	✓							✓	
	Ceiling Heights	✓							✓	
	Soffit/changes in ceiling height	✓							✓	
	Headers/beams	✓							✓	
	Smoke detectors	✓								
	Exit signs	✓								
	Emergency lights	✓								

	ROOF PLAN	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
FSU Default	Access hatches	✓		✓	✓					
	Parapet walls	✓		✓	✓	✓				-to include height
	Steps/changes in level	✓				✓				
	Drainage lines	✓					✓			
	Direction of roof slope	✓								
	Roof vents	✓								
	Exhaust fans	✓								
	RTUs	✓		✓	✓	✓				-to include RTU size (WxLxH) -to include curb size and height
	Condensers	✓		✓	✓	✓				-to include Unit size (WxLxH) -to include curb size and height
	Satellites	✓		✓	✓					
	Roof drains	✓						✓		
	Piping (gas, elec, cond.)	✓						✓		

	EXTERIOR ELEVATIONS ELEMENTS (STORE FRONT ONLY):	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Main building elements	✓							
	Doors/frames	✓							
	Windows/mullions	✓							
	Awnings	✓							
	Wall-mounted lights	✓							
	Wall-mounted signs	✓							
	Utility boxes	✓							
	Bollards	✓							
	Piping	✓							
	Gutters/downspouts	✓							
	Roof ladders	✓							
	Fire Dept. Connections	✓							
	Finish materials	✓							
	Columns	✓							

	STORE FRONT SECTION	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Roof Deck (at int. of space)	✓			✓	✓			
	Finish Ceiling Hts.	✓				✓			
	Structural Beams	✓				✓	✓		
	Roof/Floor Joists	✓				✓	✓		
	Bulkheads	✓					✓		
	Entry Doors	✓					✓		